

INSTRUCTIONS FOR COMPLETION

Internal assessors must:

- 1) be thoroughly familiar with **and** mark to the controlled assessment generic criteria for performance, coaching/leading and/or officiating and guidance given in the appropriate sections of the specification, the activity specific criteria and guidance available in the *Guide to Controlled Assessment* and the General Controlled Assessment Regulations found in the *OCR Admin Guide*.
- 2) comply with the specifications' rubric concerning both the combination of activities and the combination of roles.
- 3) list the candidates in candidate number order which will allow ease of transfer of marks to the computer printed mark sheets (MS1).
- 4) carry out internal moderation to ensure that the total mark awarded to each candidate reflects a single, valid and reliable order of merit for each activity.
- 5) carry out internal standardisation of all marks to ensure that each activity has been assessed as if it had been assessed by the same internal assessor.

When completing this form, internal assessors must:

- 1) enter the two practical marks for each unit in the appropriate columns together along with the activity codes. Add these two marks together to give the **total practical mark** for that unit (maximum mark 50).
- 2) enter the analysis task mark for each unit in the appropriate column (AL or AP). Divide the analysis task mark by 2 to give the **total analysis task mark** for that unit (maximum mark 10). Round up 0.5 marks to the next whole number. For the B454 Analysing Performance task only enter the relevant activity code in the 'AP Code' column.
- 3) for each unit, add the **total practical mark** (maximum 50) to the **total analysis task mark** (maximum 10) to give the **unit's total mark** (maximum 60).
- 4) ensure that the addition of marks is independently checked.

What to input into column C:

- Where candidates are entering either B452 **or** B454 for the first time in this current series then the appropriate unit number (**2 or 4**) should be used. If they are entering both B452 **and** B454 in this current series then the letter '**B**' should be used.
- Where candidates have already been entered for B452 **or** B454 in a previous series and are entering their second practical unit then the appropriate unit number (**2 or 4**) should be used to identify the unit being assessed in **this** current series. Columns D -T must be completed with **both** units information.

ACTIVITY AREAS AND CODES

Invasion Games	Code	Striking Games	Code	Gymnastic Activities	Code	Outdoor and Adventurous Activities	Code				
Association Football*	AF	Cricket*	CR	Figure Skating	FS	Canoeing/Kayaking	CK				
Basketball*	BS	Rounders*	RO	Gymnastics	GY	Hill Walking and Campcraft	HL				
Gaelic Football*	GF	Softball*	SO	Rhythmic Gymnastics	RG	Horse Riding	HR				
Goalball*	GB	Net, Wall and Target Games	Code	Trampolineing	TR	Mountain Biking	MB				
Handball*	HA			Archery	AR	Combat Activities	Code	Orienteering	OR		
Hockey*	HC			Badminton*	BD	Boxing*	BX	Rock Climbing	RC		
Hurling*	HU			Eton Fives*	EF	Fencing*	FE	Sailing	SA		
Ice Hockey*	IH			Golf	GO	Judo*	JU	Skiing	SK		
Lacrosse*	LA			Racketball	RA	Karate*	KR	Snowboarding	SB		
Netball*	NE			Squash*	SQ	Tae Kwon Do*	TK	Surfing	SU		
Roller Hockey*	RH			Table Tennis*	TT	Athletic Activities	Code	Wind Surfing	WS		
Rugby League*	RL			Tennis*	TE			Cross Country Running	CC	Coaching/Leading – available in all activities. Add a 'c' to the end of the activity code.	Code c
Rugby Union*	RU			Volleyball*	VO			Cycling	CY		
Water Polo*	WP	Dance Activities	Code	Resistance Training	RT	Officiating – available in activities marked with an asterisk (*). Add an 'o' to the end of the activity code.	Code o				
Swimming Activities	Code			Required Response Dance	RD			Rowing	RW		
				Contemporary Dance	CD			Track and Field Athletics	TF		
				Aerobics	AE						